DREW UNIVERSITY

Bi-Weekly Time Sheet

NAME_____ Soc. Sec.#_____

please print (LAST) (FIRST)

WEEKLY TIME REPORTS

Week #1 WEEK ENDING_____

Date	Days	Hours Worked	
	in		
	SUNDAY out		
	in		
	MONDAY out		
	in		
	TUES. out		
	in		
	WED. out		
	in		
	THURS. out		
	in		
	FRIDAY out		
	in		
	SAT. out		

WEEK 1

TOTAL regular Hours worked	Exception Hours	Code*

TOTALS:_____ _____

Week #2 WEEK ENDING_____

Date	Days	Hours Worked	
	in		
	SUNDAY out		
	in		
	MONDAY out		
	in		
	TUES. out		
	in		
	WED. out		
	in		
	THURS. out		
	in		
	FRIDAY out		
	in		
	SAT. out		

WEEK 2

TOTAL regular Hours worked	Exception Hours	Code*

TOTALS:_____ _____

Signature of Employee_____

Authorized Signature _____

*EXCEPTION HOURS: V = Vacation
S = Sick
H = University Holdiay
FH = Floating Holiday

Do not write in this space - FOR PAYROLL USE ONLY

Reg_____ Sick_____ Holiday_____

OT _____ Vac _____ FH _____ TOTAL_____